# Intermountain Therapy Animals

## Bookkeeper

Job Description — November 2026

### Position Description

The Bookkeeper is responsible for maintaining accurate, complete, and timely financial records for Intermountain Therapy Animals.

Working under the direction of the Director of Finance and Technology or other designated supervisor, the Bookkeeper manages daily accounting transactions, reconciliations, payroll processing, and financial reporting. The position ensures that financial information is recorded accurately in the organization's accounting system (currently QuickBooks) and that appropriate supporting documentation is maintained.

Hours: 10 – 15 per week

Remote: After initial training, up to 80%

Compensation: $22/hour

### Responsibilities

**1. Donations and Contributions.** Record and reconcile donations, grants, and charitable contributions from all sources and payment methods. Maintain accurate donor-related transaction classifications and supporting records; coordinate with staff responsible for donor acknowledgments.

**2. Banking and Reconciliations.** Record and categorize transactions, maintain accurate cash balances, and regularly reconcile bank and other financial accounts. Investigate and resolve discrepancies promptly.

**3. E-Commerce and Sales Transactions.** Record and reconcile revenue from merchandise, R.E.A.D. materials, memberships, registrations, and other products and services, including payment processor activity, deposits, refunds, and fees.

**4. Accounts Payable.** Receive, verify, and record vendor invoices and organizational expenses. Track obligations and due dates, and prepare approved payments in accordance with established controls.

**5. Accounts Receivable.** Maintain records of customer invoices and amounts owed to ITA. Monitor outstanding balances and coordinate timely follow-up on overdue payments.

**6. Payroll Administration.** Prepare and process employee payroll, including wages, deductions, benefits, and paid leave. Maintain payroll records and verify that payroll tax payments and filings are processed through the designated payroll systems.

**7. Budget Tracking and Variance Reporting.** Maintain monthly budget-to-actual records, identify revenue and expense variances, and prepare supporting schedules for management review.

**8. Financial Reporting.** Prepare recurring financial statements, management reports, and board reporting schedules. Ensure information is accurate, complete, and available on established reporting dates.

**9. Accounting Records and External Coordination.** Maintain organized financial records, supporting documents, and documented procedures. Provide the organization's outside accounting firm with information required for tax filings, financial reviews, audits, and other reporting needs.

### Qualifications

1. Experience with bookkeeping, accounting transactions, and financial recordkeeping.
2. Familiarity with accounting software, preferably QuickBooks Online.

3. Understanding of bank reconciliations, accounts payable, accounts receivable, and payroll procedures.

4. Strong attention to detail, accuracy, and organizational skills.

5. Ability to maintain confidential financial, donor, and personnel information.

6. Strong communication skills and ability to work with staff, management, and outside accounting professionals.

7. Commitment to ITA's mission and responsible stewardship of resources.

### Organizational Relationship

Reports to the Director of Finance and Technology or another designated supervisor.

Works collaboratively with the Executive Director, Board Treasurer, office staff, and external accounting professionals. Donor acknowledgments and member communications remain with designated staff.

Financial transactions and disbursements are subject to established organizational approval procedures and internal controls.

*Position scope, reporting relationships, and employment arrangements are subject to approval by ITA leadership.*

### Intermountain Therapy Animals

Intermountain Therapy Animals is a 501 (c) (3) Utah nonprofit founded in 1993 to bring animal resource to human needs.

### To Apply

email a cover letter and resume, attention Jan Abramson, Interim Director to info@therapyanimals.org